

**PARTNERING FOR GROWTH AGREEMENT FOR  
DBE OR VOSB FIRM**

**For Design Section Engineer (DSE) Services**

**Prepared for:  
Illinois State Toll Highway Authority (Tollway)**

**DBE**

**VOSB**

**Mentor Firm:** Prime Consultant \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

**Protégé Firm** Subconsultant \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

**Project:** Name \_\_\_\_\_  
Project No. \_\_\_\_\_  
County \_\_\_\_\_  
PSB # / Item \_\_\_\_\_

This Partnering for Growth Agreement is designed to enhance the professional services capabilities of the Protégé firm, a certified Disadvantaged Business Enterprise, Minority Business Enterprise, Women Business Enterprise (DBE) or Veteran-owned small Business or Service-disabled Veteran-owned small business(VOSB) by participating in specific project tasks and business related activities with meaningful instruction and assistance from the Mentor firm.

A DBE means a business certified by the Illinois Unified Certification Program as a DBE, or certified by the City of Chicago or Cook County as an M/WBE, or certified by the U.S. Small Business Administration (SBA) as an 8(a) business.

A VOSB means a business certified by the State of Illinois Department of Central Management Services (CMS) as a Veteran-owned small business or Service-disabled Veteran-owned small business.

Among the goals for the Protégé firm as a result of this agreement are a thorough understanding of the Tollway's policies and procedures to manage and execute Design Section Engineer (DSE) work, an increase in the capacity to perform professional engineering and environmental services work, enhancement of working relationships with the Tollway and other consultant engineering firms, and becoming or remaining a self-sufficient, competitive, and profitable business.

**I. PLAN CONTENTS**

The procedures to identify and evaluate the goals and progress of the Partnering for Growth Agreement (hereinafter referred to as "Agreement") are provided on the following pages.

**A. AREAS OF ASSISTANCE**

The Agreement is initiated by identifying areas of assistance deemed most beneficial to the Protégé based on collaboration with the Mentor. This includes review of how the Protégé's capabilities and long-term business goals align with the

project scope. The areas of assistance may pertain to engineering and environmental services, quality assurance and quality control, public involvement activities, business training and development, or other areas important to the Protégé's professional development.

The Protégé desires mentoring in the following areas (*See Table 1 of Sample document for potential areas of assistance*):

Briefly explain why these areas were selected.

**B. MENTORING AND HOURS**

Areas of Assistance and Tasks:

**ATTACH TABLE 2: WORKHOUR ESTIMATE**

*(refer to SAMPLE for format)*

**ATTACH TABLE 3: AREAS OF ASSISTANCE—WORKHOUR SUMMARY**

*(refer to SAMPLE for format)*

## **C. KEY DELIVERABLES**

### **ATTACH TABLE C: KEY DELIVERABLES**

*(refer to SAMPLE for format)*

## **D. BENCHMARKS**

### **ATTACH TABLE D: BENCHMARKS**

*(refer to SAMPLE for format)*

## **E. RESPONSIBILITIES**

### **ATTACH TABLE E: REPONSIBILITIES**

*(refer to SAMPLE for format)*

## **F. EVALUATION**

The Mentor and Protégé shall submit quarterly progress reports indicating the status of their progress toward each of the Agreement's stated tasks and goals. The reports will indicate the steps taken during the quarter to further the Agreement. The quarterly reports are due to the Tollway within 2 weeks of the end of each quarter. The end of quarters are the last day of March, June, September, and December.

The Mentor and Protégé will each prepare a Final Report outlining the achievements, areas of experience gained towards prequalification areas, successes, failures,

observations and any future recommendations. The Tollway will evaluate the Mentor/Protégé collaboration using the following criteria:

- Satisfactory progress toward the stated goals of the Agreement,
- Improved competency of the Protégé in the areas of assistance,
- Decreased reliance on the Mentor by the Protégé for technical knowledge, equipment, personnel, and
- Increased numbers of projects in relation to number of advertised projects with consultants, other than the Mentor, and/or increased Statements of Interest submitted as a prime consultant.

The final report is due during Project Closeout. (The final report trigger date should be based on the Agreement schedule of activities and duration.) The reports shall be submitted to the Tollway Project Manager and to the Office of Diversity. The reports submitted by the Mentor shall list all tasks for which the Mentor has received (or applied for) DBE or VOSB credit for using the Protégé as a DBE or VOSB Sub-Consultant.

#### **G. DURATION**

Specify in the Agreement the maximum time frame for which the Agreement will remain in effect.

## **II. KEY PERSONNEL**

The following are the key personnel relative to the Agreement:

- Identify the Mentor's key personnel, including the experience of the key personnel responsible for training and coordinating the assistance provided to the Protégé.
- The Mentor's key personnel shall be involved in the initial assessment of the proposed activities the protégé will provide during the course of the project.
- Key personnel are anticipated to remain involved throughout the project. This may be an evaluation criterion used to measure the success of the project.
- Key personnel shall be identified on the SOI organization chart.

### III. TERMINATION OF AGREEMENT

The Partnering for Growth relationship will be terminated by mutual consent or the Tollway due to the following:

- The Protégé no longer meets the eligibility standard for certification as a DBE or VOSB
- Either party has failed or is unable to meet its obligations under the Agreement
- The Protégé is not progressing or is not likely to progress in accordance with the Plan
- The Protégé has reached a satisfactory level of self-sufficiency to compete without utilizing the Partnering for Growth Program
- The Plan or provisions contained in it are contrary to the requirements of federal, state or local law or regulation
- The relationship has continued for the life of the project
- Additional Items as agreed by Mentor and Protégé

### IV. WRITTEN AGREEMENTS

List any agreements between Mentor and the Protégé including the Sub-Consultant Agreement

### V. REQUIREMENTS

\_\_\_\_\_ and \_\_\_\_\_ will comply with all conditions described above.  
Mentor Firm Protégé Firm

\_\_\_\_\_  
Signature for Mentor Firm Signature for Protégé Firm

### ATTACHMENTS

Include the following items as attachments to the Agreement.

- Table 2 Workhour Estimate
- Table 3 Areas of Assistance – Workhour Summary
- Table C Key Deliverables
- Table D Benchmarks
- Table E Responsibilities
- Key Personnel Resumes
- Copies of the Executed Written Agreements, as applicable